

HISTORIC DISTRICT GRANT PACKET

**2023 FISCAL YEAR
(JULY 2022 – JUNE 2023)**

**INFORMATION GUIDE
AND APPLICATION**

If you have questions regarding the application or submittal process please contact
Senior Planner Caitlyn Tubbs at Caitlyn.Tubbs@parkcity.org or 435-615-5063 or visit www.parkcity.org.

HISTORIC DISTRICT COMPETITIVE GRANT INFORMATION GUIDE

Mission Statement:

The Park City Historic District Competitive Grant Program (Grant Program) is designed to financially incentivize the Preservation, Rehabilitation, and Restoration of Historic Structures and Sites designated on the City's Historic Sites Inventory and those Structures and Sites that are eligible for listing on the Historic Sites Inventory to create a community that honors its past and encourages Historic Preservation.

Eligibility:

Competitive Grants are available for Historic Residential or Commercial Structures listed on the [Park City Historic Sites Inventory](#) (HSI) and for Structures and Sites eligible for listing. Structures and Sites currently not listed on the HSI may be eligible* for funding to offset some costs to designate the site to the HSI. The purpose of the Grant Program is to assist in offsetting the costs of Designation, Preservation, Rehabilitation, and Restoration work. This is a 50% matching grant that requires the applicant to provide 50% of the cost.

Eligible work includes Designation, Preservation, Rehabilitation, or Restoration of Historic Architectural features and structural elements.

Examples of eligible work:

- Repairing/Restoring Windows
- Rehabilitating or Reconstructing Historic Porches
- Restoring Historic Features (siding, doors, etc.*)
- Completion of a Determination of Significance application for a Structure or Site for the purpose of listing the Structure or Site on the Historic Sites Inventory
- Preservation Study**

Grant Program applications will be evaluated based on the criteria outlined in Exhibit A.

*Please contact the Planning Department with questions regarding eligibility.

**Does not include studies to be done for Preservation Plans.

Competitive Grant:

Competitive Grant to be awarded for applications to designate a Structure or Site to the HSI, or for those Landmark and Significant Historic Sites listed on the HIS, projects defined as "Preservation, Rehabilitation, and/or Restoration" in the Land Management Code:

- **Preservation:** *The act or process of applying measures necessary to sustain the existing form, integrity, and materials of a Historic Property. Work, including preliminary measures to protect and stabilize the Property, generally focuses on ongoing maintenance and repair of Historic materials and features rather than extensive replacement and new construction.*

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- **Rehabilitation:** *The act or process of making possible a compatible Use for a Property through repair, alterations, and additions while preserving those portions or features which convey its Historical, cultural, or architectural values.*
- **Restoration:** *The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of removal of features from other periods in its history and Reconstruction of missing features from the restoration period.*

Application:

Applications may be submitted to the Planning Department starting at 8 a.m. Mountain Standard Time (MST) on September 30, 2022 and will be accepted through December 27, 2022 at 5:00 p.m. MST. If selected, Applicants will be notified by March 27, 2023. Work proposed to be supported with grant funds must be **completed before June 30, 2023** to qualify for the grant reimbursement. Applications shall be submitted in person or by mail.

The Planning Department is in City Hall at 445 Marsac Avenue, Park City, Utah 84060. Mailed applications shall be addressed as follows:

Park City Municipal Corporation
ATTN: Park City Historic Preservation Planner, Planning Department
P.O. Box 1480
Park City, UT 84060

*THIS APPLICATION CYCLE IS NOT A RETROACTIVE AWARDING OF FUNDS FOR WORK ALREADY COMPLETED.
WORK MUST BE PROPOSED BETWEEN JULY 1, 2022 AND JUNE 30, 2023 IN ORDER TO BE CONSIDERED.*

HISTORIC DISTRICT COMPETITIVE GRANT APPLICATION

For Office Use Only

ADMINISTRATIVE REVIEW	PROJECT PLANNER	APPLICATION #	_____
APPROVED	_____	DATE RECEIVED	_____
AMOUNT	_____	EXPIRATION	_____
DENIED	_____	BLDG PERMIT	_____

PROJECT INFORMATION

NAME: _____

ADDRESS: _____

TAX ID: _____ OR
SUBDIVISION: _____ OR
SURVEY: _____ LOT #: _____ BLOCK #: _____

APPLICANT INFORMATION

NAME: _____

MAILING ADDRESS: _____

PHONE #: () - FAX #: () -
EMAIL: _____

APPLICANT REPRESENTATIVE INFORMATION

NAME: _____

PHONE #: () -
EMAIL: _____

PRIMARY ADDRESS: _____

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SUBMITTAL REQUIREMENTS

1. Completed and signed **Historic District Grant Application**.
2. Written **Project Description** describing the proposed scope of work, detailed specifications, and reason for applying for a Historic District Grant.
3. Submittal of a **Cost Estimate** for the proposed work.
4. **Breakdown of Estimated Costs** of the proposed eligible improvements (page 6).
5. **Proposed Timeline** of the proposed project (page 7).
6. **Historic District Design Review** approval letter. Please contact the Planning Department if this has not been completed. The grant application **will not** be accepted without this approval letter. Note: This submittal may be waived if the application is related to a Determination of Significance application for a historic site not currently listed on the Historic Sites Inventory.
7. Schematic, conceptual **Drawings** as they apply to the proposed project. This may include but is not limited to site plans, elevations, and floor plans.
8. **Color Photographs** of existing conditions. Include a general view of the building and setting, including the building in the context of the streetscape; the front; perspective view showing front façade and one side, and rear façade and one side; detailed view of affected work area.

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by Park City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Planning Department in the Marsac Building.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____

Name of Applicant: _____

PRINTED

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

Type of Application: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: _____

PRINTED

Mailing Address: _____

Street Address/ Legal Description of Subject Property: _____

Signature: _____ Date: _____

1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership
4. If a Home Owner's Association is the applicant than the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CC&Rs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.

EXHIBIT A – HISTORIC DISTRICT GRANT CRITERIA

If you have questions regarding the application or submittal process please contact Senior Planner Caitlyn Tubbs at Caitlyn.Tubbs@parkcity.org or 435-615-5063 or visit www.parkcity.org.

Criteria Evaluation	Scoring Value	Staff Score	HPB Score
Character defining historic elements of the structure and/or site will be preserved and/or restored as viewed from the primary right-of-way.	0: Non-visible historic elements will be preserved or restored 1: Few visible historic elements will be preserved or restored 2: Several visible historic elements will be preserved or restored 3: Majority of visible historic elements will be preserved or restored 4: All visible historic elements will be preserved or restored		
Proposed improvements to the site will positively impact the vitality of the historic context of the neighborhood.	0: No proposed improvements 1: Minimal positive impact 2: General positive impact 3: Significant positive impact		
Proposed design and scope of work uses best practices for the treatment of historic materials.	0: None 1: Insufficient 2: Average 3: Above average 4: Exceeds expectations		
The historic features and elements of the structure and/or site will be enhanced by the proposed work.	0: Minimally enhanced 1: Generally enhance 2: Exceeds expectations		
Proposed work facilitates reversal of non-historic elements or alterations.	0: None 1: Some 2: Exceeds expectations *Note: If no non-historic elements or alterations are present mark N/A.		

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<p>Priority is given to restoration and treatment of historic materials, rather than replacing historic materials and features in-kind.</p>	<p>0: No priority given to restoration</p> <p>1: Minimum priority given</p> <p>2: Some priority given</p> <p>3: General priority given</p> <p>4: Exceeds expectations</p>		
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